

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



MANAGER 2, FISCAL RESOURCES

SALARY RANGE: \$82,864.59 - \$120,168.06 (&34)

HOURS OF WORK: NL (35 Hour Workweek)

POSTING PERIOD FROM: August 3, 2017

TO: August 17, 2017

OPEN TO: ☐ Unit Scope: _____ ☐ Division Wide

☒ Department Wide (open to Treasury employees)

☐ State Wide (all Departments/State employees)

DIVISION/LOCATION:

Division of Pensions and Benefits
Budget and Compliance
50 West State Street
Trenton, NJ 08625

JOB DESCRIPTION: Under the direction of the Assistant Director of Finance, oversees and directs the activities of the Division of Pensions and Benefits, External Audit, Accounting Services and Health Benefits Financial Units; sets unit goals and objectives, allocates resources, assesses staffing needs, establishes work priorities, evaluates and modifies work procedures, resolves conflicts and problems and supervises and evaluates designated section supervisors; serves as the Division's primary person for the review, collection and update of information appearing in the States' bond offering statement, addresses tax compliance issues for the defined benefit pension plans, oversees the preparation of the annual budget submission for the various employee benefit programs, monitors and addresses the budgetary needs for 57 pension and employee benefit appropriation accounts; assists the Director's Office in preparing cost projections and reports summarizing the impact of proposed and enacted legislation impacting the financial condition and budget requirements for the various pension and health benefits programs; ensures that all tax reporting responsibilities are met; oversees the issuance of the annual 1099R forms to pension recipients, and directs and monitors internal audit activities including the review and verification of pension data received from local participating employers, and the investigation of post-retirement employment issues; does other related duties as required.

REQUIREMENTS: Open to full-time TREASURY employees who have permanent status in a competitive title and who meet the requirements listed below.

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Economics, Finance, Business Administration, Accounting, or Public Administration, with a minimum of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses. **Applicant submissions must include a copy of degree and/or transcripts, Official/Unofficial indicating possession of required credits.**

EXPERIENCE: Six (6) years experience in work involving fiscal management. The experience should include work in public finance, auditing, budgeting, or accounting. Two (2) years of the required experience shall have been in a supervisory capacity.

SUBSTITUTIONS:

A valid New Jersey certificate as a Certified Public Accountant or a registration as a Public Accountant issued by the New Jersey State Board of Public Accounts may be substituted for the Bachelor's degree.

A general Bachelor's degree supplemented by a minimum of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses and two (2) years of work in public finance, auditing, budgeting, or accounting may be substituted for the specific degree requirements listed above.

If you qualify and are interested, please submit your resume and cover letter by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

Subject line: Manager 2, Fiscal Resources

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:


Douglas J. Ianni, Human Resources Officer
The State of New Jersey is an Equal Opportunity Employer